

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, NOVEMBER 9, 2015
6:30 P.M.**

APPROVED

SELECTMEN PRESENT: Brown, Cebula, Hughes, LaMantia, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark, Assistant Town Administrator Charleen Greenhalgh, Chief Clarke, Deputy Chief Farrenkopf, David LeBlanc, Scott Tyldesley, Barry Worth, Dana DeCosta, Liz Argo, and others.

MEETING CALLED TO ORDER at 6:30 p.m. by Chairman Hughes.

WEEKLY BRIEFING

- A. Presentation of Proclamation to Deputy Chief Kent Farrenkopf upon his resignation as Deputy Chief to accept Fire Chief position in Town of Eastham

Chief Clarke thanked Deputy Chief Kent Farrenkopf for his 32 years of commitment and service to the Harwich Fire Department. Chairman Hughes presented Deputy Chief Farrenkopf with a resolution honoring his years of service and wished him success in his new position as Chief of the Eastham Fire Department.

- B. Introduction of David LeBlanc and Scott Tyldesley as newly promoted Deputy Fire Chief and Lieutenant, respectively – Chief Clarke

Chief Clarke introduced David LeBlanc as the new Deputy Fire Chief and Scott Tyldesley as the new Lieutenant effective November 16, 2015. The Board congratulated them and wished them success in their new positions.

- C. Announcement of Public Hearing on CPC application for fenced in off-leash areas at Thompson's Field – Amy Usowski

Ms. Greenhalgh announced that the Conservation Commission will hold a Public Meeting on November 12, 2015 at the Community Center at 6:30 p.m. to present their application to the Community Preservation Committee for the installation of fenced in off-leash areas for dogs on the Route 39 side of Thompson's Field.

CONSENT AGENDA

- A. Approve Minutes –
1. October 19, 2015 Regular Meeting
 2. October 26, 2015 Regular Meeting
 3. November 2, 2015 Executive Session

- B. Approve appointment of David LeBlanc as new member to the Local Emergency Planning Committee and Barnstable County Regional Emergency Planning Committee
- C. Approve application for Change of Manager for Allen Harbor Yacht Club, Inc.
- D. Accept various donations to the Council on Aging Gift Account totaling \$340.00
- E. Approve application for Road Race by Ragnar Events LLC for May 13-14, 2016
- F. Approve request for assistance from the Caleb Chase Fund

Ms. Brown moved approval of the Consent Agenda. Ms. Cebula seconded the motion and the motion carried by a unanimous vote.

PUBLIC HEARINGS/PRESENTATIONS *(Not earlier than 6:30 P.M.)*

- A. Annual Meetings:
 - 1. Utility and Energy Committee – Barry Worth, Chair

Mr. Worth delivered the annual report of the Utility and Energy Committee and took questions from the Board.

- 2. Finance Committee – Dana DeCosta, Chair

Mr. DeCosta delivered the annual report of the Finance Committee and took questions from the Board. He distributed the attached report.

NEW BUSINESS (Taken out of order)

- A. Landfill Solar First Year Results and distribution of revenue – *discussion & possible vote*

Chairman Hughes outlined the following first year results of the landfill solar field and distribution of revenue and Ms. Argo took questions from the Board.

Harwich Landfill PV
8/1/14 - 8/9/15

kWh Share	NMC Share	PPA Cost Share	Net Benefit before Revenue Share	Revenue Share	Net Benefit after Revenue Share
3,328,060	\$564,485	(\$236,293)	\$328,192	\$101,561	\$429,752

Allocations by Department

	% of Harwich Total	kWh Share	NMC Share	PPA Cost Share	Net Benefit after Revenue Share
Water Dept	43%	1,431,066	\$242,729	(\$101,606)	\$141,123
Other Depts.	57%	1,896,994	\$321,756	(\$134,687)	\$187,069
Total	100%	3,328,060	\$564,485	(\$236,293)	\$328,192

Chairman Hughes stated that when the Board signed on they were led to believe that they would have \$300,000 available and they tied that money to union wage increases.

Mr. Clark stated that the \$328,000 is the Town's portion and 43% went to the Water Department. Chairman Hughes noted that we are in a deficit according to this accounting method. Ms. Cebula stressed that they agreed to this because at the time they were told that all the revenue would go to the general fund.

OLD BUSINESS

A. Proposed Adder to Agreement with CVEC – *discussion & possible vote*

Ms. Argo distributed the attached documents entitled "Further notes on CVEC Request for \$0.01 Adder on Round 1 Projects" and "Harwich Landfill: Net Metering Annual Report."

She reported that the adder would cost the Town \$43,591 or approximately 10.4%. She noted that she is still awaiting approval from Dukes County, Edgartown and Barnstable but all other towns have signed on. She said they need the Board's approval before they can do any legal work. She stated that it is "all or nothing" and if Harwich says no they will start making plans to cut back their services. Chairman Hughes reiterated that this money was earmarked for negotiated raises so if any of the Board members are thinking about turning money back, they need to think about where it would be coming from. He stressed that we don't have the money to give back. Mr. MacAskill asked for a new budget and calculations of benefits to the Town of Harwich. Chairman Hughes said it should be a "bare bones" budget. Ms. Cebula said they should be specific about what won't be provided in the new budget.

Ms. Argo asked Mr. Clark to send her an email of the Board of Selectmen's request so she can bring it to her board.

NEW BUSINESS (Continued)

A. Proposed upgrading of various Town department radios – Fire Chief – *discussion & possible vote*

Captain LeBlanc distributed the attached document entitled "Town of Harwich Radio System Upgrade." Chief Clarke stated that they are trying to make sure that we are prepared for a disaster as we don't have very good interoperability and that Police and Fire have a back-up system. He stated that the State is saying that the system is being upgraded and we will have to buy all new radios but they haven't even designed the upgrade yet. He stated that the Sheriff's Department is recommending we don't do anything this year and wait to see if there will be any State or Federal funding available. He gave assurance that Police and Fire can communicate effectively now but we need to plan for this. He requested to hold off on the radios at this time. Captain LeBlanc provided more specifics on what equipment would be required. Chief Guillemette said he fully supports what is being proposed and there is no need for immediate action.

B. Letter to Cape Light Compact regarding amendment process – *discussion & possible vote*

Ms. Cebula suggested making the language in the letter stronger and noted that we are asking the Cape Light Compact to change their charter to define significant changes versus administrative or housekeeping changes. She said the current letter just suggests that they think about it. The Board agreed and Ms. Cebula said she would bring back a new draft.

C. Wastewater Educational Moment – *discussion*

1. Figure 8-7: Pleasant Bay Watershed
2. Figure 8-12: Harwich Wastewater Needs Summary

Chairman Hughes provided an overview of Figure 8-7 and 8-12 of the Comprehensive Wastewater Management Plan.

TOWN ADMINISTRATOR’S REPORT

A. Free Cash – update

Mr. Clark outlined the following free cash analysis and took questions from the Board:

Revenues:	Amount
RE Taxes 2015	657,891
RE Taxes Prior Years	416,345
Tax Title	352,085
MVE	234,221
Ambulance	489,762
Waste Disposal	<u>359,023</u>
Total	2,509,327

B. Corrected 5-Year Plan Projection – update

Mr. Clark reported that there was an issue in the calculation and this is a corrected projection. He explained that originally we had a \$15,000 surplus after which the Accountant said that one of the revenue numbers was overstated. He said that a debt exclusion was double counted. He reported that we are in a projected deficit for FY17 in the amount of \$183,000 and on a \$60 million budget it is a fairly small amount. He said they would take that into account as the budget develops.

C. Capital Budget Request Summary (FY17 to 23) – update

Mr. Clark provided an updated Capital Budget Request Summary and outlined the significant changes.

SELECTMEN’S REPORT

Mr. MacAskill reported that he and Ms. Brown have agreed to switch liaison roles and he will now be liaison to the Utility & Energy Committee and Ms. Brown will be liaison to the Bikeways Committee.

ADJOURNMENT

Chairman Hughes adjourned the meeting at 8:22 p.m.

Respectfully submitted,

Ann Steidel
Recording Secretary



Harwich Fire Department

Fire Suppression

Prevention

Emergency Services



Norman M. Clarke Jr., **Chief of Department**

Kent J. Farrenkopf, **Deputy Chief**

Town of Harwich Radio System Upgrade

Summary:

To create a common radio system network that improves daily radio communications for all town agencies and provides for interoperability during large scale events.

Systems Defined:

- (1) Conventional – not repeated. Point to point communications only. Limited by power of radio.
- (2) Conventional – repeated. Use a repeater, remotely installed larger radio to increase range of Radios.
- (3) Trunked – repeated. Uses a network of repeaters, connected by computers to increase range as well allow for exponentially more users.

Current Radio Systems:

Police	System (3): 800 Mhz trunked radio system. Operated by Commonwealth of Massachusetts.
Fire	System (3): 800 Mhz trunked radio system. Operated by Commonwealth of Massachusetts. 400 Mhz backup radio system, provides paging for off duty Firefighters and a backup system that surrounding Fire Departments share.
Water	System (1): 400 Mhz radio system. In process of re-establishing system that had been disbanded.
DPW	System (1): 30 Mhz system. Needs upgrading, not compatible with other agencies in Town.
Recreation	System (1): 150 Mhz system. Old Police radio system. Not compatible with other agencies in Town.
Town Hall	Limited or no radio system
School Dept	System (1): 400 Mhz limited range system for onsite use only.

Annual report of the Finance Committee made to the Board of Selectmen November 9th, 2015.

Chapter 39, Section 16, of the Massachusetts General Laws states,

“Every town.....shall....by by-law provide for the election or the appointment and duties of appropriation, advisory or finance committees, who shall consider any or all municipal questions for the purpose of making reports or recommendations to the town...”.

In compliance with the general law the Harwich Home Rule Charter provides for said committee,

CHAPTER 9. FINANCIAL PROVISIONS AND PROCEDURES

Section 1. Finance Committee 9-1-1

A finance committee of 9 members shall be appointed by the moderator for 3-year overlapping terms. No member shall serve more than 3 consecutive terms. Any member who has been appointed for a period of at least 2 years to complete an unexpired term shall be deemed to have served a full 3-year term, and any member who has been appointed for a period of less than 2 years to complete an unexpired term shall be eligible to serve 3 consecutive 3- year terms in addition to the period of the unexpired term.

9-1-2 Any person duly appointed to the finance committee shall take up the duties of the office on July 15 of each year.

9-1-3 Vacancies in the finance committee shall be filled by the moderator within 30 days after the moderator has been notified, in writing, of the vacancy on the committee. Any person appointed to fill out an unexpired term shall take up the duties immediately upon taking the oath of office.

9-1-4 No member of the finance committee shall hold any other elected or appointed town office, except for membership in the capital outlay committee.

The two primary duties of the Finance Committee is to administer the Reserve Fund within the operating budget of the Town, and to make recommendations to the Town Meeting as to warrant articles.

As to the reserve fund we entered in to a new budget cycle July 1st, 2015 with a reserve fund of \$125,000.00. We have received one request from which we transferred \$15,100.00 to the “Repair to public buildings” line item within the budget to cover the costs of the tear down and removal of the structure located at the corner of Drum and Pleasant Lake Avenue which had experienced a fire and was deemed by officials to be a hazard and ordered to be removed. In the eyes of the Finance Committee this was deemed to be both “unforeseen expense” and an “emergency” request. The Finance Committee and the Town Administrator continue to communicate well with each other on other potential requests such as the tear down of the abandoned buildings acquired by the Town at Saquatucket Harbor, and the stabilization of the columns in front of the library. We have a balance in the Reserve Fund of \$109,900.00.

As to advising on Town meeting articles the Finance Committee did appreciate meeting with the Board of Selectmen prior to the issuing of the budget message and we hope that future meetings between the two boards will help shape the next Town Meeting warrant.

Thank You,

Respectfully submitted

Dana A DeCosta, Chairman



Cape & Vineyard Electric Cooperative, Inc.

Superior Courthouse. P.O. Box 427. Barnstable, MA 02630

508.375.6891. www.cvecinc.org

Further notes on CVEC Request for \$0.01 Adder on Round 1 Projects

Harwich ~ 11.9.15

- ◆ The Harwich Year-End Report was sent 9.23.15. The actuals showed an annual revenue of \$429,752.
 - ◆ The Adder would have cost \$43,581 based on that actual revenue. A change of 10.14%.
 - ◆ Last year in July 2015, Harwich was given pro formas representing estimated annual revenue of \$381,464
 - ◆ With an actual revenue of \$429,752, Harwich realized revenue over estimated in the amount of \$48,288.
- ◆ APPROVALS: CVEC has been approved for the Adder by:
 - ◆ Brewster, Chatham, Eastham, Tisbury, Provincetown, Yarmouth, Oak Bluffs, Chilmark, Barnstable County, and Monomoy School District.
 - ◆ Still need to have approval from Duke's County, Edgartown and Barnstable.
- ◆ EFFECTS: Ultimately, those projects earning more revenue will pay more Adder, *BUT* the big earners bear a proportionately lighter burden.
 - ◆ The project earning the most annual benefit, Barnstable, will pay the biggest Adder. Second is Harwich, with the second biggest benefit.
 - ◆ However, Edgartown will be the most affected at 14.3% followed by Tisbury at 13.9% and then Brewster at 11.2%. Eastham is affected by 10.6% and Chatham by 10.02%. Harwich is affected by 10.14% and Barnstable by 10.15%.
- ◆ The CVEC assurance was amended on September 30 following the presentation to Harwich in September, to provide a return to the Towns for their decision as to whether to continue, reduce or eliminate the Round 1 Adder at the end of year two instead of at the end of year three.
- ◆ CVEC seeks BOS approval of the Round 1 Adder subject to legal review. The form of the document (side letter or amendment) will be determined following all 14 participants' approval of the Adder.
- ◆ Further samples of CVEC services beyond financial administration of the net metering credit distributions for hosts and offtakers:
 - ◆ Currently helping West Tisbury with a Capped Landfill settlement issue. CVEC is bringing all parties together, including engineers, DEP, Town Health Officer, Town Administrator and owner.
 - ◆ A Round 3 PV Initiative is being undertaken to add roof-mounted PV installations to members' newly built solar-ready facilities.
 - ◆ Insuring shortfall compensation accuracy for the PV project in Nunnepog following project's underperformance due to Eversource interconnection issue.
 - ◆ Reporting to the DOER to register annual production, installation costs, and confirmation of performance and construction bonding.

Harwich Landfill: Net Metering Annual Report

Commercial Operation Date	Utility billing end date	Estimated Annual Output (kWh)	Guaranteed Annual Output (kWh)
8/1/2014	8/9/2015	4,888,500	3,910,000

System Summary

kWh	NMC	PPA Cost	Net Benefit	Avg. NMC Rate	PPA Rate
5,388,120	\$913,892	(\$382,557)	\$531,336	0.1681	0.0710

System Benefits and Costs by Month

NSTAR Date from	NSTAR Date to	kWh	NMC	PPA Cost	Net Benefit
7/10/2014	8/5/2014	39,960	\$5,359		\$5,359
8/5/2014	9/9/2014	707,760	\$103,671	(\$45,523)	\$58,148
9/9/2014	10/8/2014	437,220	\$64,009	(\$32,079)	\$31,929
10/8/2014	11/9/2014	356,760	\$52,207	(\$24,319)	\$27,888
11/9/2014	12/9/2014	272,520	\$39,851	(\$19,464)	\$20,387
12/9/2014	1/11/2015	237,780	\$38,602		\$38,602
1/11/2015	2/8/2015	221,940	\$43,204	(\$40,065)	\$3,140
2/8/2015	3/10/2015	222,120	\$43,238	(\$15,771)	\$27,468
3/10/2015	4/8/2015	378,900	\$73,846	(\$26,902)	\$46,944
4/8/2015	5/10/2015	567,000	\$110,567	(\$40,257)	\$70,310
5/10/2015	6/9/2015	694,800	\$135,516	(\$49,331)	\$86,185
6/9/2015	7/9/2015	546,840	\$99,036	(\$38,826)	\$60,210
7/9/2015	8/9/2015	704,520	\$104,787	(\$50,021)	\$54,766
Grand Total		5,388,120	\$913,892	(\$382,557)	\$531,336

Participant Benefits and Costs

Participant Type	Participant	Avg. Participant Share	kWh Share	NMC Share	PPA Cost Share	Revenue Share	Net Benefit
Host	Harwich	61.77%	3,328,060	\$564,485	(\$236,293)	\$101,561	\$429,752
Offtaker	Barnstable Cou..	8.39%	451,882	\$76,649	(\$32,084)	(\$22,280)	\$22,284
	Brewster	5.13%	276,416	\$46,871	(\$19,623)	(\$13,621)	\$13,626
	Chatham	2.21%	119,259	\$20,224	(\$8,467)	(\$5,877)	\$5,879
	Chilmark	0.40%	21,552	\$3,656	(\$1,530)	(\$1,063)	\$1,063
	Dukes County	0.68%	36,639	\$6,214	(\$2,601)	(\$1,806)	\$1,807
	Oak Bluffs	2.56%	137,936	\$23,396	(\$9,793)	(\$6,800)	\$6,802
	Provincetown	6.67%	359,206	\$60,930	(\$25,504)	(\$17,711)	\$17,714
	Yarmouth	12.20%	657,169	\$111,468	(\$46,660)	(\$32,401)	\$32,407
Grand Total		100.01%	5,388,120	\$913,892	(\$382,557)	\$0	\$531,336

Related Documents - November 9, 2015 BOS Meeting

- 01 Agenda.pdf
- 02 Fire Promotions.pdf
- 03 Announcement of Public Hrg.pdf
- 04 Minutes - Oct. 19, 2015.pdf
- 05 Minutes - Oct. 26, 2015.pdf
- 06 Misc. Appointments.pdf
- 07 Change of Mgr AHYC.pdf
- 08 COA Gifts.pdf
- 09 Road Race Application.pdf
- 10 CVEC Adder.pdf
- 11 Fire Radios.pdf
- 12 CLC Letter.pdf
- 13 Solar First Year Results.pdf
- 14 Wastewater Moment.pdf
- 15 Free Cash.pdf
- 16 Five Year Plan.pdf
- 17 Capital Requests1.pdf
- 18 Capital Requests2.pdf